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Granite Bay, CA 95746

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🌐 housing-group.org

Job Description: Deed Restriction Program Specialist

Position Details

- Status: Non-exempt
- Compensation: \$75+/hour, DOE
- Hours: Part-time (20 hours/week to start); additional hours may be available based on project and client needs
- Location: Hybrid/Remote; initial assignment requires onsite work 30 miles east of Sacramento at least two days per week during the first few months
- Reports To: HousingINC Principal/Owner
- Schedule: Set schedule within Monday–Friday, 8:00 a.m.–5:00 p.m. (PST)

About HousingINC

HousingINC is a private housing consulting firm that provides technical support to cities, counties, and developers in the creation, administration, monitoring, and compliance of affordable housing programs with deed restrictions, income and affordability requirements, and related program and financing policies. Programs include LIHTC, HOME, PBV, PRAC, inclusionary rental housing, affordable and inclusionary homeownership, and downpayment assistance programs.

Role Summary: Initial Assignment & Longer-Term Opportunity

The Deed Restriction Program Specialist will begin with a six- to nine-month assignment focused on the day-to-day administration of CDBG and HOME First-Time Homebuyer Downpayment Assistance (FTHB) and Owner-Occupied Rehabilitation (OOR) Programs. The work includes applicant assistance, eligibility review, loan processing, program compliance, financial tracking, reporting, and coordination with municipal staff, lenders, applicants, contractors, and other program partners.

During the first few months, the position requires onsite work east of Sacramento at least two days per week. The assignment may thereafter transition to primarily remote work based on demonstrated performance, including the employee's ability to be self-directed, work independently, manage responsibilities effectively, and consistently meet deadlines and expectations.

HousingINC anticipates that there may be an opportunity for the successful candidate to transition into a second, ongoing role supporting HousingINC's broader portfolio after the initial assignment. This potential continuation is not guaranteed and may not be a 100% full-time position. The scope, schedule, and number of hours will depend on available projects, client needs, performance, and mutual fit at that time.

Key Responsibilities

CDBG & HOME Program Administration – Initial Assignment

- Manage the day-to-day administration of CDBG and HOME FTHB and OOR Programs, including outreach and marketing, applicant assistance, application intake, program eligibility, loan and rehabilitation processing, compliance, financial tracking, reporting, and maintenance of complete program files.
- Review and underwrite applications for program eligibility, including household composition, income, assets, property eligibility, financing, and other applicable CDBG, HOME, and program requirements; track applicant status and outstanding documentation through approval, funding, and completion.
- Coordinate with applicants, lenders, contractors, County staff, and other program partners to obtain required documentation, resolve eligibility or underwriting issues, and facilitate timely application processing.
- Prepare and submit required HOME and CDBG financial and program reports to HCD, including expenditure tracking, draw requests, reconciliations, and related documentation.
- Use approved templates to prepare and process program and legal documents, including deeds of trust, promissory notes, subordinations, reconveyances, releases, and other program-related instruments, coordinating with jurisdictional staff and legal counsel as needed.
- Support the administration, in the spirit of the initial FTHB and OOR focus, other deed restricted programs, including long-term HOME Monitoring

Broader Housing/INC Program Administration – Potential Post-Assignment Role

- Administer and track affordable housing programs, including ownership, inclusionary housing, State Density Bonus, deed-restricted housing, and downpayment assistance programs.
- Manage applicant and household eligibility processes, including application intake, documentation tracking, income and asset review, eligibility determinations, and maintenance of complete program files.
- Track affordable units, applicants, sales, leases, affordability requirements, compliance deadlines, and other program milestones.

Minimum Requirements

- Demonstrated experience administering federally and state-funded housing programs, including HOME and CDBG, with hands-on experience in program compliance, applicant eligibility, financial oversight, and reporting.
- 5+ years of progressively responsible experience in affordable housing programs or housing policy, preferably with a city, county, housing authority, state agency, affordable housing developer or homebuilder, or property management company.

- Experience developing or implementing deed restriction and affordable housing compliance systems, including rental, ownership, inclusionary housing, or similar programs.
- Experience coordinating housing program implementation involving jurisdictions, developers, applicants, lenders, contractors, and external agencies.
- Strong background in program and policy implementation, including procedures, eligibility requirements, compliance/enforcement strategies, and performance measures.
- Hands-on financial management experience, including budgeting, expenditure tracking, financial reporting, draw requests, reconciliations, and meeting state and federal reporting deadlines.
- Excellent written and verbal communication skills and the ability to work directly with applicants, realtors, lenders, developers, jurisdictional staff, and other program partners.
- Ability to work independently, manage deadlines, maintain accurate records, and coordinate or provide technical direction to staff or consultants as needed.
- Planners with professional housing experience are encouraged to apply, particularly candidates with experience in affordable housing policy, housing program implementation, development review, inclusionary housing, or deed-restricted housing programs.

Work Assignment & Hours

- 20 hours per week to start; additional hours may be negotiated based on project and client needs.
- A daily set schedule within Monday–Friday, 8:00 a.m.–5:00 p.m. is required, but the employee may structure the workday around personal commitments, such as child, pet, or elder-care responsibilities.
- Must be available throughout each scheduled workday to respond promptly to emails, attend client meetings, support applicants, and coordinate with partner agencies.
- Following the initial assignment, HousingINC may offer a separate ongoing role supporting other affordable housing and deed restriction programs. Any such role, including its hours and scope, will depend on business and client needs and is not guaranteed to be full-time.

Benefits

- Work-from-home stipend; flexible schedule, as agreed upon with HousingINC and the client.
- \$300 monthly Health Reimbursement Arrangement, prorated for the part-time schedule.
- Sick leave accrued at the legally required rate.
- Retirement savings plan through CalSavers.
- One additional week of paid vacation annually.

How to Apply

Please submit your resume no later than October 9, 2026, to teresa@housinginc.org.